

441—182.6(234) Requirements for service delivery. All providers of family-centered services shall meet the referral requirements in subrule 182.6(1), the documentation requirements in rule 441—182.7(234), and the service delivery requirements specific to the particular service, as specified in subrules 182.6(4) through 182.6(9).

182.6(1) Referral. All providers of family-centered services shall:

- a. Receive written approval for these services from the referral worker on Form 470-3055, Referral and Authorization for Child Welfare Services, before providing services; and
- b. Receive approval from the referral worker before increasing the amount or duration of these services beyond what was previously authorized.

182.6(2) Service location. The department worker shall ensure that family-centered services are delivered in whatever locations are determined to be appropriate to ensure that reasonable efforts are being made to meet the child's and family's needs. The department worker shall consult with the family and providers throughout the period of service delivery to ensure that the service delivery locations are meeting needs.

182.6(3) Service management activities. Providers of supervision or parental counseling and education components shall undertake nonbillable activities to structure and facilitate the delivery of the service they are providing in response to the directions and goals of the case permanency plan. These activities shall include the following:

- a. Intake activities to collect information about the family necessary to begin service delivery.
- b. Assessment activities to review all available information on the family to identify the strengths and resources of the family and its individual members as well as obstacles impeding the family. Strengths, resources, and obstacles shall be analyzed with the family throughout the service delivery period to facilitate the service provider's response to the case permanency plan directions and goals.
- c. Planning activities to develop or revise a written service plan in collaboration with the family. The written service plan shall reflect the assessment findings and describe the service provider's implementation of the directions in the case permanency plan.
- d. Implementation activities to facilitate and deliver the services identified in the written service plan. These activities include documentation of service provision and the family's progress toward meeting the identified goals and objectives.
- e. Termination activities to review information with the family before the discontinuation of one or more services. These activities shall result in a written summary of service delivery and service outcome.

182.6(4) Supervision. Providers of family-centered supervision services shall:

- a. Provide supervision services to the child referred by the department worker or juvenile court officer.

(1) Supervision services may be provided as the only service to a child or in combination with other department or community services.

(2) In order for indirect behavioral monitoring contacts to be provided, indirect contacts must be included on Form 470-3055, Referral and Authorization for Child Welfare Services, and approved in the case permanency plan.

(3) Service management activities as described in subrule 182.6(3) shall be provided as part of service delivery.

- b. Maintain communication with the referral worker throughout the service delivery period. The provider shall promptly notify the referral worker of any protective or safety concerns about the child or family. Upon request, the provider shall submit to the referral worker a written summary of concerns based on observations about the child and family situation made during service delivery.

- c. Document service delivery in the child's individual treatment record in accordance with the requirements of this subrule, 441—subrule 152.2(16), and rule 441—182.7(234).

182.6(5) Family team meeting facilitation. Providers of family team meeting facilitation services shall:

a. Deliver family team meeting facilitator services that meet the requirements as outlined in subrule 182.2(2). The provider shall ensure to the extent possible the continuity of facilitators for subsequent family team meetings involving the child and family.

b. Within seven calendar days from the delivery of facilitation services, provide the referral worker with an electronic copy of information needed for applicable sections of the case permanency plan, as specified in Form 470-4126, Family Team Meeting Facilitation Notes. These sections shall include, at a minimum, the following:

- (1) The date and location of the meeting;
- (2) A list of persons attending the meeting;
- (3) Information identifying the family;
- (4) Information on family functioning areas;
- (5) Information and recommended goals and action steps on the family functioning domains of the home environment, parental capabilities, family interactions, family safety, and child well-being.

c. Maintain a copy of Form 470-4126, Family Team Meeting Facilitation Notes, and the date that these notes were provided to the department referral worker in the child's individual treatment record.

182.6(6) Parental counseling and education. Providers of parental counseling and education shall:

a. Develop a treatment plan in accordance with 441—subrules 185.10(4) and 185.10(5).

b. Deliver services that reflect the protective treatment needs of the child and the child's parents or adult family members, including intervention to treat abuse or neglect, prevent the placement of the child outside the family home, promote or maintain family reunification, or help achieve another planned permanent living arrangement for the child.

(1) Parental counseling and education shall be directed toward issues that help the parent or adult family members address the child's safety, permanency, and well-being needs more effectively.

(2) Rescinded IAB 4/11/07, effective 7/1/07.

(3) The services provided shall include service management activities as described in subrule 182.6(3).

c. Document service delivery in the child's individual treatment record in accordance with the requirements of this subrule, 441—subrules 152.2(16) and 185.10(6), and rule 441—182.7(234).

182.6(7) Relative home study. Rescinded IAB 6/6/07, effective 10/1/07.

182.6(8) Community resource procurement. Providers of community resource procurement services shall:

a. Maintain telephonic, electronic, or in-person communication with the department referral worker as necessary during the period of service delivery to best coordinate the securing of necessary supports for children and families. Time spent maintaining this communication shall be billable service activity.

b. Maintain a record that supports billings submitted to the department. This record shall contain Form 470-3055, Referral and Authorization for Child Welfare Services, which authorized the service and shall identify:

- (1) The name of the person who provided the service;
- (2) The name of the client;
- (3) The date and beginning and ending time of all billed service activity;
- (4) The type of activity (e.g., coordinating with referral worker, researching prices, obtaining bids if required, shopping for items);
- (5) The type of contact (e.g., telephone, computer search, driving time, face-to-face); and
- (6) The items sought or procured.

182.6(9) Flexible family support fund. Rescinded IAB 6/6/07, effective 10/1/07.